

**U.S. Department of Commerce
Bureau of the Census
Recruiting Bulletin**

Opening Date: April 20, 2009

Closing Date: July 31, 2009*

Recruiting Bulletin No.: BOLCO-2115-07EXT

Norwich Local Census Office

Norwich, CT

*This bulletin will remain open for a minimum of 10 days, or until sufficient applications are received.

POSITION TITLE: ASSISTANT MANAGER FOR ADMINISTRATION

NUMBER OF VACANCIES: One (1)

PAY RATE: \$43,160 per year, \$20.75 per hour

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of an one year extension.

AREA OF CONSIDERATION: All U.S. Citizens residing in New London, Windham, Middlesex, and Tolland counties

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: U.S. citizens residing in the area of consideration (see above).

DUTIES: Responsible for supervising and managing the payroll, supply requisitioning, and other administrative activities. Assures these activities are accomplished efficiently and expeditiously. Supervises the Office Operations Supervisors and up to 10 clerks. May also assist with recruiting activities. Supervises the daily processing of payroll, personnel, and other administrative documents. Monitors day-to-day selection, payroll, and personnel activities, reviewing completed work for accuracy and assuring that time schedules are met. Oversees payroll and personnel activities, helps maintain the flow and quality of work to meet deadlines. Monitors work status and makes adjustments to expedite production. Maintains working personnel payroll records which contain information covered by the Privacy Act. Provides administrative management information reports to the Office Manager and other management personnel. Maintains office facilities through an effective relationship with leasers or office building managers. Responsible for the approval of supply and material equipment requisitions, as needed to ensure continuity of office operations. Assists in setting up and closing the ELCO/LCO, assuring minimal waste of excess supplies and equipment. Through the use of manuals and on-the-job training, provides for the development of administrative staff. Assures the administrative operations are conducted within prescribed time schedules and budget allocations. Identifies problems and communicates clearly and persuasively the action associated with encountered problems. Assists as the principal technical advisor on administrative operations in the LCO answering inquiries from the Office Operations Supervisor and providing guidance to LCO employees.

QUALIFICATIONS

To qualify for the Assistant Manager For Administration position, all applicants **MUST**:

1. Pass a written management test; and
2. Have at least the minimum experience in each of the areas contained in the **Evaluation Criteria** Attachment. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in all aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- Payment of relocation expenses is not authorized.
- Veterans Preference- Applicants who do not provide the supporting documentation for the 10-point preference, but do provide the documentation for the 5-point preference will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Use of any government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- For further information on this vacancy you may contact the LCO Management team at 617-223-3650.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

**CONTINUE!
COMPLETE EVALUATION CRITERIA STATEMENTS**



Applicants must complete the form below addressing each of the following and submit with application.

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR ADMINISTRATION	
COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</p>	<p>Applicants <u>are also required</u> to complete the following:</p> <p>Indicate the job from your attached resume or other application form that verifies the answer you selected. OR Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.</p>
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/ supervisors. (Circle the appropriate letter.)</p> <p>a. As my primary responsibility, I have experience with both of the following: managing a staff of 20 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); and, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p> <p>b. As my primary responsibility, I have experience with both of the following: managing a staff of 10 or more employees that included at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p> <p>c. As my primary responsibility, I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead or I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR ADMINISTRATION**

COLUMN A	COLUMN B
<p>2. Please select the answer that best describes your payroll, personnel, and property management experience. (Circle the appropriate letter.)</p> <p>a. I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting <u>and</u> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting employees <u>and</u> I have been responsible for the termination/firing of employees.</p> <p>b. I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating <u>and</u> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I have been responsible for the termination/firing of at least one employee.</p> <p>c. I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating <u>and</u> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>
<p>3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. Circle the response to indicate your answer.</p> <p>a. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>manage</u> the implementation of solutions.</p> <p>b. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>implement</u> effective solutions myself.</p> <p>c. I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to <u>recommend</u> effective solutions to managers, <u>or</u> I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>

Application directions follow



Only complete applications will be given consideration for job vacancies. Please read through this guide carefully to be sure your application will be complete and eligible for consideration.

HOW TO APPLY

1) Print this Bulletin

2) Submit an application or Resume

- Create a [Resume](#) or Complete an [Application for Federal Employment OF-612](#) (This form can be found at the bottom of the 2010 Census Jobs listing page of the Boston RCC website.) Make sure this application or resume will best demonstrate your experience **RELEVANT** to the position you are applying. The following must be included on the OF-612 or resume:
 - Recruiting Bulletin number (e.g. BO-09-2111-AMR) and title of position.
 - Your full name (first, middle and last), mailing address (including zip code), day and evening phone numbers (with area code) and email address.
 - List of your work duties, accomplishments and skills (e.g. languages, computer) relating to the job for which you are applying; paid and non-paid related work experience. For each work experience include: job title, address, supervisor's name and address, starting and ending dates (month/year), hours per week (full time or part-time), salary, and indicate if we may contact your current supervisor/employer.
 - Last four digits of your Social Security Number (i.e. XXX-XX-9999).
 - Country of Citizenship (**this Federal Job requires U.S. citizenship**).
 - Veteran's Preference- Applicants claiming 10-point veteran's preference must submit an SF-15, Application for Veteran's Preference, with the required proof (i.e. statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the Applicant does not provide the supporting documentation for the 10-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- If you are a veteran:
 - veterans claiming 5-point preference must submit a member copy 4 of his/her DD-214
 - veterans claiming 10-point preference must submit a SF-15 with the required proof (i.e. statement from the Department of Veterans Affairs) and a member copy of his/her DD-214

3) Complete the Evaluation Criteria Statement at the end of the job vacancy bulletin and OF-306.

- Evaluation Criteria Statement:
 - In "Column A" circle the answer which best fits your experience; circle an answer for all three questions.
 - In "Column B" add your own statement of applicable experience. Write the specific name of the position as listed on your OF-612/Resume, for each question, which supports your answer given in column A; **OR** write the employer's name and address, title of position, dates of employment and a detailed description of the experience which supports your answer. Include the actual number of employees you supervised. See example below.
 - Failure to support your answers with a detailed description of your experience may result in a lower rating or loss of consideration.

Each position has a
different Evaluation
Criteria Statement

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included all of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and c) included all of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals; and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s) team lead(s)); b) managing equal/more than 10 employees; and c) included some of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</p> <p>c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead and have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for some of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR</p> <p>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.</p> <p><i>Response must support answer circled in Column A.</i></p> <p>XYZ Company 1234 Lane Ave, Seattle, WA 98101 Recruiter, 5/2000-10/2005 As a Recruiter, I managed a staff of <u>12</u> employees; I was the <u>first-line</u> supervisor. As a Recruiter, I worked with the HR Dept. to determine the hiring need. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...</p>

Circle the appropriate answer in Column A

Write a detailed description of your position and experience that supports the answer or refer to the specific position and description listed on your resume or application.

- Please complete [OF-306, Declaration for Federal Employment](#). This form can be found at the bottom of the Census 2010 Jobs listing page of the Boston RCC website.

4) Schedule and Take Test:

- Call 888-812-8757 and sign up for a testing session before the closing date of the bulletin. Be prepared to provide the recruiting bulletin number.
- You will be required to complete an [I-9, Employment Eligibility Verification Form](#) at the testing session. Please see the I-9 form at the bottom of the main regional employment page of the Boston RCC website for acceptable forms of identification to bring to the testing site. Please note that expired forms of identification are not acceptable.
- Bring contact information for 3 professional referrals to the test session.

5) Mail, fax or email all application materials before the closing date of the bulletin:

- Include the following:
 - ☐ Application for Federal Employment (OF-612), or a relevant Resume.
 - ☐ Completed Evaluation Criteria Statement with answers circled and supporting statements enclosed
 - ☐ Completed OF-306
 - ☐ If applicable: Veteran's Preference Documents
 - 10 point preference- submit SF-15, VA letter dated after 1991 and DD-214 with discharge information;
 - 5 point preference- submit DD-214 with discharge information
- Send all application information to:
 - **By mail:** U.S. Census Bureau
One Beacon Street, 7th Floor
Boston, MA 02108
Attn: LCO Management Team
 - **By email:** boston.rcc.lco.mr@census.gov
 - **By fax:** (617) 223-3675